**EDITING CHECKLIST: multi-genre project**

GENERAL CHECKLIST

❒ TITLE PAGE—center all text on page; include title of whole MGP + your name, the class information, and the assignment information. If you choose to put your graphic on the title page, remember to also write a caption for it.

❒ IMAGE/GRAPHIC/PHOTO + CAPTION—this should be some kind of image that relates to your project as a whole. In other words, it should represent something important that is related to your topic and thesis. There should be a caption for your image/graphic/photo, which is a 1-3 sentence explanation of the image/graphic/photo and how it relates to your project and/or what it represents about your project.

❒ PROLOGUE—the first text in your MGP should be your prologue, which should introduce your topic and thesis in a general way. Title/label this part as simply “Prologue.”

❒ GENRES (ORGANIZATION)—organize (order) your genres in whichever way you think is most logical and best communicates and represents your overall message/theme. Place page numbers in the *top right corner* of each page. Begin each new genre immediately after the last one ends—do NOT begin each new genre on a brand new page; pages should be continuous.

❒ GENRES (STYLE)—you get points for the “look” of your project, so each genre should be in a different font, except for perhaps the prologue and epilogue, which may be in the same font.

❒ GENRES (LABEL & TITLE)—each of your genres should be labeled (i.e. Fairy Tale, Letter, Timeline, etc.) and each should have its own title.

❒ EPILOGUE—put this last in your project; it should be the final page. Label it simply “Epilogue.”

EDITING CHECKLIST

Refer to the handouts on specific grammar issues that I gave to you in class and that are also posted on the wiki on the Grammar Stuff page. Also, many of these types of errors are in your handbook as well—check the inside of the back cover (where the extended table of contents is) to find out which pages you should look at.

❒ SENTENCE PURPOSES

❒ SENTENCE STRUCTURES

❒ SENTENCE VARIETY (see chapter 37, pp. 331+ in *MHH*)

❒ TRANSITIONS

❒ COHESION & UNITY (purposeful repetition)

❒ SUBJECT-VERB AGREEMENTS

❒ PRONOUN REFERENCES (AMBIGUOUS OR VAGUE)

❒ PRONOUN-ANTECEDENT AGREEMENT

❒ DEFINITE & INDEFINITE ARTICLES

❒ VERB TENSES

❒ SENTENCE ERRORS (comma splices, run-ons, fragments)